

**TOWN OF SMYRNA
STORM WATER (SW) MANAGEMENT PROGRAM
GRADING PERMIT PROCEDURAL REQUIREMENTS**

Project Name: _____

Project Contact: _____

NOC TNR #: _____ (REQUIRED for ≥ 1 acre)

Initiation Date: _____

[Requirements 1-12 must be completed before a pre-construction meeting can be held. Grading permits are not issued until a successful pre-construction meeting has been held.]

1. Plan Review approval _____
2. Planning Commission approval _____
3. Development Agreement is signed by town manager _____
4. Permanent SW Management – Maintenance Agreement is submitted _____
5. Notice of Coverage (NOC) received by Town of Smyrna (TOS) _____
6. TDEC sinkhole letter of approval, if needed, received by TOS _____
7. Copy of TDEC's Level I EPSC workshop certificate received by TOS _____
8. SWPPP received by TOS _____
9. Grading Plans (3) and Storm Water calculations received by TOS _____
10. Grading plans (3) with calculations reviewed and signed by P.E. _____
11. Clearing and Grubbing may occur prior to grading permit issuance _____
12. Sediment control measures are inspected/approved by SWM Coord. _____
13. Pre-construction meeting is held _____
14. Grading permit application is signed by SWM Coordinator _____
15. Developer/contractor is notified of signed grading permit application _____
16. Grading plan and grading permit application given to Codes Dept. _____
17. Developer/contractor pays grading permit and SWM Program fees _____
18. Developer/contractor completes grading permit application/submits _____
19. Grading can begin _____

Procedures #1 - #19 were completed to the best of my knowledge:

Gregory Upham, SWM Program Coordinator

Date